

**Office of Financial Institutions**  
**PROBATIONARY PERIOD FOR CLASSIFIED EMPLOYEES**

I. DEFINITION

“Probationary appointment” means appointment of a person to serve a working test period in a position. A probationary period shall be an essential part of the examination process and shall be used for the most effective adjustment of a new employee and for the elimination of any probationary employee whose performance does not meet the required standard of work.

II. PURPOSE

To establish the minimum and maximum probationary periods for OFI classified employees, requirements for recommending an employee for permanent status, and exceptions that may be considered.

III. PROBATIONARY APPOINTMENT PERIODS

- A. Compliance Examiners: Employees in the Compliance Examiner series will serve a normal probationary period of no less than eighteen months or more than twenty-four months.
- B. Other Classified Employees: Employees other than examiners will serve a normal probationary period of no less than one year or more than twenty-four months.
- C. There is no provision for extension of probation beyond the twenty-four month probationary period.
- D. The Commissioner or his designee must remove (terminate) employees who have not been certified as permanent at the end of the twenty-four month probationary period.

IV. RECOMMENDATIONS FOR PERMANENT STATUS

- A. Permanent status will not be automatic under any circumstances; it will require written justification from the employee’s supervisors and certification by the Commissioner or his designee that the employee has met the required standard of work. This documentation may be in the form of a letter or a tickler form designed for this purpose. The employee’s most recent performance rating must be “Meets Requirements” or higher for an employee to be approved for permanent status.

V. EXCEPTIONS

- A. Other than in the examiner series, the Commissioner or his designee may grant permanent status at any time after six months of service on a case-by-case basis.
- B. Other than in the examiner series, employees may be allowed on a case-by-case basis to transfer in from another agency with permanent status.
- C. Employees hired from a Department Preferred Reemployment List, who have been laid off or demoted in lieu of layoff, must be appointed with permanent status when required under Civil Service Rule 17.25(a).

Any deviation from the above policy requires appointing authority approval.

APPROVED BY:



---

John Ducrest, CPA  
Commissioner

June 21, 2004

---

Date